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Date of Last Revision:	October 1, 2007 December 1, 2010
Applicability:	All DDSN Employees and Applicants for DDSN Employment

The language in this policy does not create an employment contract between the employee and the South Carolina Department of Disabilities and Special Needs (DDSN). DDSN reserves the right to revise the contents of this policy, in whole or in part.

PURPOSE

The purpose of the directive is to outline the department's policy and practice as they apply to the use of educational credentials received as a result of distance and on-line education to include correspondence courses.

POLICY

Applicants and employees who indicate they possess a high school diploma or its equivalent, a college degree or certificate as a result of a correspondence program or distance or on-line learning program may only use such credential when:

1. The program is approved by the ~~State of South Carolina~~ Department of Education or its equivalent in the state within which the school or entity issuing the diploma or certificate has its principal place of business.
2. The school or entity is accredited by the New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and Schools; or **The Council for Higher Education Accreditation.**
3. The school or entity is approved by a local board of school trustees of this State.

This means that no employee of ~~the Department of Disabilities and Special Needs- DDSN~~ shall use a transcript, certificate, diploma, or the high school equivalency diploma known as the GED from any high school, college or university, technical college, the ~~South Carolina- SC~~ Department of Education, or other entity for the purpose of avoiding the ~~requirements of subsection (A) Educational Credential requirements~~ or for other purposes.

Hiring managers and HR staff may begin their research on college and university accreditation using the following websites: <http://www.chea.org/search/default.asp>, or <http://www.sacscoc.org/links.asp>.

Any employee violating the provisions of this section will be subject to the department's Standards of Disciplinary Action Policy.

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(Originator)

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(Approved)